

Attachment C: Definitions of Key Terms

Advanced Training/Occupational Skills Training - An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal, as specified in the Individual Service Strategy, (2) coincide with exit, rather than short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate, as defined on pages 10 and 11 (and in this attachment).

Appropriation Level - The amount of Federal funding authorized by Congress for a program.

Basic Skills Deficient - The individual computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic literacy skills determination.

Certificate - A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded in recognition of the attainment of only generic pre-employment or work readiness skills are not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency, or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in Federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.

- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education and training to veterans and other eligible persons under provisions of the Montgomery GI Bill.
- Office of Job Corps.

Educational Gain - At post-test, participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

Employed at the Date of Participation - An individual employed at the date of participation is one who, during the seven consecutive days prior to the date of participation:

- Did any work at all as a paid employee (except the individual is NOT considered employed if: a) he/she has received a notice of termination of employment or the employer has issued a WARN or other notice that the facility or enterprise will close, or b) he/she is currently on active military duty and has been provided with a firm date of separation from military service);
- Did any work at all in his/her own business, profession, or farm;
- Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or
- Was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.

Employed in Any Quarter After the Exit Quarter - The individual is considered employed in a quarter after the exit quarter if wage records for that quarter show earnings greater than zero.

Exit - Exit occurs when a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days. The term "service" does not include activities that are open to non-participants, services and activities specifically provided as follow-up services, or regular contact with the participant or employer to only obtain information regarding his/her employment status or educational progress or need for additional services.

Exit Date - The date of exit is the date on which the last service funded by the program or a partner program is received by the participant.

Military Status at the Date of Participation - An individual is considered to be in the military at the date of participation if: a) he/she currently is serving on active military duty and has NOT yet been provided with a firm date of separation from military service, or

b) he/she is a member of the National Guard or one of the Military Reserves AND currently is serving in a mobilized (i.e., active military duty) status.

Military Status in First Quarter After Exit Quarter - The individual is considered in the military if U.S. Department of Defense wage records for the first quarter after exit show earnings greater than zero.

Participant - Individuals who are determined eligible and receive any service funded by the program in a physical location (e.g., a One-Stop career center) are participants. The criteria that are used to determine whether an individual is eligible to participate will be based on the guidelines for the program. (Note: Individuals who only receive a determination of eligibility, but do not receive an additional service, are not participants. Individuals who visit a physical location for reasons other than its intended purpose – e.g., use of restrooms or ask staff for directions – are not participants. States and grantees may choose, but are not required, to consider as participants those individuals who receive services that are available through the Internet and are not accessed through a physical location, e.g., a One-Stop career center.)

Participation Date - The date of participation is the date of the first service received after the individual is determined eligible.

Post-Secondary Education - A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in “advanced training/occupational skills training.”

Post-test - A test administered to a participant at regular intervals during the program.

Pre-test - A test administered to a participant within 60 days of the date of participation.